CREATE A JOB REQUISITION FOR REGULAR EMPLOYEE

Note: Please have your HJ and PDQ form completed and ready for attachement before beginning this process.

From the **Search Bar**:

1. Type **RPT802** and then click on **View All Positions RPT802**.

2. In **Position Status**, click on **Open** positions, click **OK.**

3. Hover over the blue hyperlink in **Position** column to view and click the **Related Actions Button** 🟧 for the **Position**. Then click on Job Change > Create Job Requisition.

4. Click **OK** on Create Job Requisition screen.

5. On **Recruiting Information** screen, click 🖉 to edit **Reason.**

6. Then click on ☰ in the **Reason** field and select **Create Job Requisition > Recruiting**, under reason select the type of position.

7. Click **Recruiting Instructions**, select **one** from the list of advertising instructions (advertising or no advertising).

8. Fill in **Recruiting Start Date** and **Target Hire Date** as Today.

9. Click **Next** to the **Job Details** screen.

Note: Prior to attaching the documents, please make sure they are named appropriately with which document they are (either HJ or PDQ).

10. Click **Additional Job Description**.

11. In the free text box, type what you want included in the job posting.

12. Click **Next** to go to **Organizations** screen. Leave as is.

13. Click **Next** to go to **Attachments** screen.

14. Click **Add,** then **Attach** and then select and attach HJ and PDQ and add **Comments** if needed.

15. Click **Next.**

16. Review and verify all information on the consolidated summary screen is correct.

Note: If you want, you can print this summary by clicking in the upper right corner on the print icon.

17. Click **Submit**.

18. This will be routed to a Classification Partner in OES for PDQ approval before it is routed back to you.

19. When routed back to you, you will get an inbox item– **Job Requisition: JR-Number and Job Title.**

20. Review all information and click **Approve.**

21. The job requisition will be routed for approval up through the appropriate levels, the HJ Partner, and the Recruiter (Workforce Coordinator) in OES before being routed back to you.

22. When routed back to you, you will get an inbox item: **Manager NeoGov**

Process: Job Requisition: JR-Number and Job Title.

23. Review instructions in the item and click **Submit.**

24. Job Requsition sucessfully completed.

25. When ready to hire, please find the appropriate Job Aid for Edit Job Requisition. This could be one of the following:

- Step 2 Edit Job Req to Hire Regular Employee
- Step 2 Edit Job Req to transfer a Seasonal Employee to a Perm Position
- Step 2 Edit Job Req for Promotion, Demotion, or Transfer

IOWA DOT workday. | EDUCATION